IRB Receipt and Acceptance Condition

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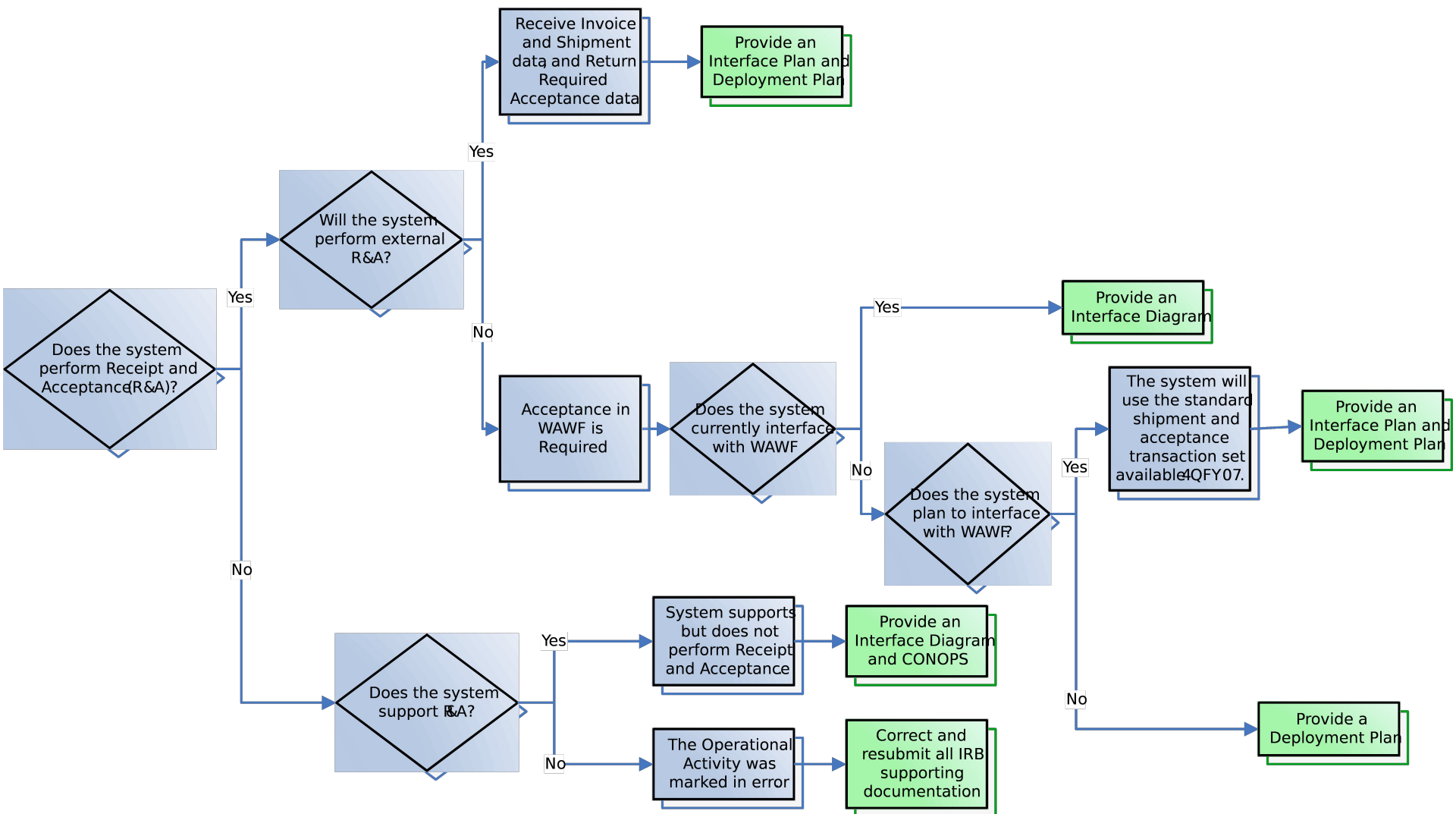
The Receipt and Acceptance Condition

- The following receipt and acceptance condition was added to system certifications that cite A3324 "Manage Receipt and Acceptance" as an Operational Activity.
  - This program must submit to the WSLM/MSSM IRB, via its PCA, NLT 120 days from the date of the signed DBSMC memo,
    - an assessment as to whether the system performs acceptance activities for unclassified Federal Acquisition Regulation (FAR)-based contracts/orders.
      1. If the system does perform acceptance activities, the system must submit to the IRB its plan and implementation dates for <u>either</u>:
         a) Migrating acceptance functions to WAWF with the option of receiving acceptance data and or accounting data*
         b) Interfacing with WAWF to receive shipment data and return acceptance information.
      2. If the system does not perform acceptance activities, the system must assert in the assessment that the system <u>either</u>:
         a) Supports receipt and acceptance activities, but does not perform receipt and acceptance activities
         b) Does not perform or support receipt and acceptance activities and was marked in error
      3. Deployment Plans, Interface Plans, and Support Function Plans will be submitted if applicable, based on scope of acceptance activities documented in 1 and 2.

- The Operational Activity A3324 "Manage Receipt and Acceptance" links to the following policy:
  - DFARS Clause
  - IUID and RFID Requirements

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* Standard transactions will be available during 4th Quarter FY2007.

Benefits of using WAWF

- The Vendor has one face to the DoD to submit Invoices, Shipment Notices, IUID and RFID data.

- The DoD has the ability for enterprise level decision making through aggregation of acceptance data.

- Interim environment has the ability to post accounts payable (A/P) in accordance with GAAP until the full capability is available in the target ERP environment.

- WAWF also provides paperless transactions, pre-population of data which reduces human error, and lower interest penalties.

What is required for Compliance?

To submit an interface plan, a system must:

- Review data content for standard transaction sets and determine which data elements are needed and at what point in the process (Ex: Shipment, Destination Acceptance, etc.).

- Review data which is required to submit to WAWF upon external acceptance.

- Then, the system must meet with Global Exchange (GEX) to determine the appropriate routing for the transactions, and provide funding for mapping.

To submit a deployment plan, a system must provide:

- An Estimated Number of users over time
- A timeline or schedule of Critical Dependencies

To provide justification for Operational Activity support, provide:

- An Interface Diagram
- A copy of the System Concept of Operations (CONOPS)

Post completed plans to the Investment Review Board Portal.

- https://portal.acq.osd.mil/portal/server.pt

- Contractors submit payment requests using one of the following electronic forms:
  1) Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA).
  2) Web Invoicing System (WInS).
  3) American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats.

- The full text of the clause can be found in backup and at:
  http://farsite.hill.af.mil/archive/dfars/dcn20060814/dfars252_232.htm#P62_2307

- DCMA, with OSD support, is in the process of writing a change that would preclude WINS and EDI as options.

RFID and IUID Regulations

WAWF is required to capture IUID and RFID data from the vendor.

- **RFID data capture through the Advance Shipment Notice (ASN):** The current acceptable method for ASN submission is through Wide Area Workflow (WAWF). The RFID mandate requires that all vendors who are contractually obligated to affix passive RFID tags to material must also send an ASN via WAWF.
    - http://www.acq.osd.mil/log/rfid/advance_shipment_ntc.htm

- **IUID data capture through WAWF:** Vendors can submit invoices and receiving reports electronically into WAWF using existing Electronic Commerce methods. Choices include Web interactive forms and electronic submission from Vendor automated systems. Utilization of the WAWF Receiving Report (RR) and the WAWF Combo to capture the IUID data is annotated in the enhanced Vendor guides. Direct submission is defined as the process of submitting IUID data outside of the WAWF process. It should be used to provide IUID data to the IUID registry only when WAWF is not available.
    - http://www.acq.osd.mil/dpap/UID/DataSubmission.htm#HowWAWF

- The IUID policy website is:
    - http://www.acq.osd.mil/dpap/UID/policy.htm

- 252.232-7003 Electronic Submission of Payment Requests.
- As prescribed in 232.7004, use the following clause:
- ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (MAY 2006)
- Definitions. As used in this clause-
  - "Contract financing payment" and "invoice payment" have the meanings given in section 32.001 of the Federal Acquisition Regulation.
  - "Electronic form" means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using one of the electronic forms provided for in paragraph (b) of this clause.
  - "Payment request" means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.
- Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests using one of the following electronic forms:
  1) Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA). Information regarding WAWF-RA is available on the Internet at https://wawf.eb.mil.

2) Web Invoicing System (WInS). Information regarding WInS is available on the Internet at https://ecweb.dfas.mil.
3) American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats.
   i. Information regarding EDI formats is available on the Internet at http://www.X12.org.
   ii. EDI implementation guides are available on the Internet at http://www.dod.mil/dfas/.
   iii. Another electronic form authorized by the Contracting Officer.

- If the Contractor is unable to submit a payment request in electronic form, or DoD is unable to receive a payment request in electronic form, the Contractor shall submit the payment request using a method mutually agreed to by the Contractor, the Defense Federal Acquisition Regulation Supplement Part 252-Solicitation Provisions and Contract Clauses 1998 EDITION 252.232-3 Contracting Officer, the contract administration office, and the payment office.
- In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payment requests.

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CSE Manage Sales and Procurement	CSE Accept Goods and Services	CSE Perform Acceptance Procedures	CSE Perform Acceptance Procedures for Other Goods and Services	This process includes the initiation and processing of the necessary activities to accept goods or services. This includes evaluating and validating goods and/or services against the invoice, receiving report, and terms and conditions specified in the contract or intragovernmental order. A discrepancy report is created if a discrepancy is noted. This process applies to all goods and services, excluding real property.	1) Capability to capture the Item Unique Identifier (IUID).
CSE Manage Sales and Procurement	CSE Accept Goods and Services	CSE Finalize Acceptance	CSE Finalize Acceptance for Other Goods and Services	This process includes the act of an authorized representative assuming ownership and accountability of existing identified goods tendered or approved specific services rendered. This includes final review and signing of documentation that triggers final payment, asset accountability, inventory record updates, etc. This process applies to all goods and services, excluding real property. For intragovernmental orders, acceptance is deemed to occur constructively, unless otherwise denoted in the order, on the 7th calendar day after the government buyer receives delivery of supplies or performance of services in accordance with the terms and conditions of the order, unless there is a disagreement over quantity, quality, or compliance with other terms and conditions of the order. The trading partners may specify a longer period for constructive acceptance in the solicitation and resulting order, if required, but must document in the file the justification for extending the constructive acceptance period beyond 7 days. Constructive acceptance for intragovernmental orders will trigger the payment process. The definition of constructive acceptance should not be	1) Capability to send an IUID to the IUID registry. 2) Capability to lookup a DUID using K# and CLIN/SLIN in order to support the posting to the general ledger of an accounts payable.

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CSE Manage Sales and Procurement	CSE Accept Goods and Services	CSE Finalize Acceptance	CSE Execute Real Property Acceptance Transactions	This is the process of executing the acceptance transaction(s) to achieve physical legal and fiscal accountability of Real Property.	1) Capability to reference the Real Property Unique Identifier (RPUID) 2) Capability to lookup a DUID using K# and CLIN/SLIN in order to support the posting to the general ledger of an accounts payable.